

SERVICES PROVIDED BY

Sincerely, Kay Designs L.L.C.

EFFECTIVE DATE

This contract is made effective on [contract sign date]. This contract may be terminated once the project is completed or if client is not satisfied with services. Although the contract may be terminated for unsatisfied services, the client is still subject to fulfilling set payment terms for services already rendered.

SCOPE OF THE INTERIOR DESIGN SERVICES

Whereas the provider agrees to perform and complete the following services in a timely, efficient, and professional manner.

The **Designer** will be responsible for the following:

- The Designer will provide full design services. If certain services are out of scope of the Designer's responsibilities, the Designer will consult outside resources for assistance.
- The Designer will create a design board (or boards) at the request of the Client. The Designer will work with the Client to complete draft boards until there is an approved final design board. Purchasing links and product specifications will be provided to the Client with the final design board.
- The Designer will perform an in-home consultation and walkthrough of the space with the Client. During this consultation, the Designer will draw a floor plan, take photos and measurements of the space and ask any remaining questions about the project.
- Once the final design board has been completed and the client purchases the items from their board, the Designer will arrive at the space and stage materials. The Designer will take photos of the staged space, share them with the Client and post to social media.

The **Client** will be responsible for the following:

- The Client must provide the Designer with information when asked and adhere to all specifications within this contract.
- The Client will be responsible for financing their project, to include all materials, equipment and other applicable tools necessary for installation. If the Designer has to supply these items, there is a fee the Client will be charged. See "Rental Service Options" section for details.
- The Client is responsible for purchasing products on the price sheet as soon as possible, to avoid issues with changes to availability and pricing. If the Client decides to wait to purchase products, they are agreeing to take the responsibility of potentially paying a higher fee for products.
- If the Client does not properly clean the space and the Designer has to perform any cleaning, the Client will be charged an additional cleaning fee. Fees are specified in the "Payment Specifications" section.
- The Client has 24 hours to request a refund for services. Once the 24 hours expires, there are no further refunds.

COMMUNICATION & EXECUTION

The Designer has 24-48 hours to respond to email/text communication with the Client. There may be other design projects the Designer is working on, therefore, there may not always be an immediate response to questions from the Client. If the Client is not comfortable with an aspect of the project, they are responsible for communicating that with the Designer.

Design boards/price sheets typically take a week to complete, but timelines may change based on the Designer's project schedule. If there is an issue with completing a design board, the Designer will communicate issues with the Client. The Designer will work with the Client to determine project details for in-home consultations and final staging.

Once the initial pricing sheet has been sent to the Client, the Client is expected to immediately purchase items to avoid issues. If the Client waits to purchase items, please be aware that if items become unavailable or pricing changes and the Client needs the Designer to provide further services for finding "in stock" items, there will be an additional fee. Fees are specified in the "Payment Specifications" section.

For an additional fee, there is an option for expedited project timelines. Due to the quick turnaround for project completion, the Designer is not able to simultaneously take on any additional clients, therefore a fee is incurred. Expedited projects are those that have a timeline **shorter** than 3-months. The timeline of a project begins on the day the first payment is received and ends on the agreed upon final staging date (date discussed during in-home consultation). Fees for this service are specified in the "Additional Service Options" section.

DESIGN RENDERING OPTIONS

Clients can choose between a 2D or 3D design. If the client does not require a 2D or 3D design, they can defer to the Price Sheet option. Please note, pricing for each section is listed as a **per room rate**.

- **3D Design Model: \$280**
 - The 3D design will include multiple 360-degree views of the room being designed. The 3D model is a realistic model of the space used to give clients an insider view of what the final design could look like.
 - **A price sheet is included:** Sheet includes information for the product description, room location, price and product purchasing links.
 - If design ideas change during the design process, the client is allowed one additional model (free of charge). Changes outside of this scope will incur an additional charge.
- **2D Design Board: \$250**
 - The 2D design will include a two-dimensional view of the room being designed. The 2D board is a quick view of the materials and a small selection of the products being used to give clients an idea of what the final design could look like.
 - **A price sheet is included:** Sheet includes information for the product description, room location, price and product purchasing links.
 - If design ideas change during the design process, the client is allowed one additional design board (free of charge). Changes outside of this scope will incur an additional charge.
- **Price Sheet: \$220**
 - For clients that do not require a visual representation of their space, only a price sheet is required.

- Sheet includes information for the item description, room location, price and purchasing links.

MANDATORY SERVICE OPTIONS

Please note, pricing for each section is listed as a **per room rate**.

- **Initial Phone Consultation: \$35**
 - This is where the design process begins! Through the online booking service, the Client will schedule an initial consultation with the Designer. During this call, project details, budget, timeline, etc. will be discussed.
- **In-Home Consultation: \$60**
 - Fees include accessing space, discussing design ideas with Client, taking measurements, drawing floor plan and taking before photos.
- **Installation/Staging: \$120**
 - The start of the renovation process
 - Unboxing, putting furniture/items together. Includes cleanup and waste removal.
 - Placement of items and after photos/videos.
 - Room reveals to the Client(s).
- **Travel: \$40**
 - Fee covers travel for In-Home Consultation (**\$20**) and Staging (**\$20**).
 - **NOTE:** Travel fees will increase if the Designer has to travel further than 20 miles. Amount will be determined based on location.
 - An additional fee will be required if additional travel outside of the consultation and staging is requested.

ADDITIONAL SERVICE OPTIONS

These services are dependent on specific project needs and will vary for each Client. The Designer will let the Client know which services are applicable. Please note, pricing for each section is listed as a **per room rate**.

- **Expedited Project Completion Fee: \$100**
 - Fee is automatically applied to projects with deadlines shorter than 3-months.
 - These expedited projects are considered as those that need to be completed within a time frame less than 90 days.
- **Painting: \$150 - \$300**
 - **\$150** for small rooms (i.e., powder rooms, closets, small hallways), **\$200** for medium size rooms (i.e., bedrooms, bathrooms, laundry rooms) and **\$300** for large rooms (i.e., master bedrooms, living rooms, extensive hallways).
 - The Designer will let the Client know what room type once the in-home consultation has been completed.
 - Client is always responsible for purchasing paint for their project. The Client is responsible for buying all associated paint supplies and materials, unless they are willing to pay an equipment rental fee.
- **Cleaning Fee: \$30**
 - If the Client does not ensure the space is dirty/mess free **before** the Designer arrives and the Designer has to clean a fee will incur.
 - Fees are collected during the staging process and will be billed once staging is complete.

- **Equipment Rental Fee: \$40**
 - Daily rental fee. For Clients that do not want to purchase their own installation/removal equipment. The Designer will provide the necessary equipment.
 - Specifications vary by project. Includes, but is not limited to: masking tape, paint rollers/brushes, floor coverings, primers, etc.

PAYMENT SPECIFICATIONS

The Client may use the following online payment applications: Zelle, Apple Pay, Venmo, and Cashapp.

- 1/3 payment is due at the signing of the contract
- 1/3 payment is due once services are initiated and products have been determined
- 1/3 payment is due once final arrangements are made

SERVICE AGREEMENT [ELECTRONIC SIGNATURE]

Designer Consent: "I hereby agree to the terms of this contract and have the right to terminate the contract if the Client becomes difficult or unprofessional in any way."

Full Name: Ricka'e McCotter
Signature: *Ricka'e McCotter*
Date:

Client Consent: "I hereby agree to the terms of this contract and have the right to terminate the contract if the Designer becomes difficult or unprofessional in any way, with the understanding that services already rendered are non-refundable."

Full Name:
Signature:
Date: